



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CHIEF BUILDING INSPECTOR

BARGAINING UNIT: [CIV MANAGEMENT](#) **CODE NUMBER:** 1730

PAY RANGE CODE: [17.3 MC](#) **REVISION DATE:** 10/29/15

NATURE OF WORK:

This is supervisory work in the inspection of housing structures to determine compliance with City codes and ordinances. Work may involve participation in special inspections, particularly in difficult or unusual situations. An employee in this classification exercises considerable independence in supervising subordinates; however, work is reviewed by a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Supervises the activities of the building inspectors including inspecting buildings for compliance with building, maintenance, safety, and zoning codes and ordinances, maintaining records of completed work, reviewing plans and specifications, investigating complaints, assisting in the prosecuting of code violators, providing Certificates of Occupancy, and training employees.

Oversees the inspection of signs, canopies, and fixed and retractable awnings for code compliance, aesthetics, and safety.

Reviews inspection reports, mileage, and driving records of the inspectors.

Responds to questions from architects, contractors, building owners, and the public relating to building and zoning codes and their enforcement.

Ensures that all construction, repair, and alteration of buildings is performed after those performing the work have obtained the necessary permits.

Reviews building and zoning codes and ordinances and makes recommendations for their revision.

Prepares complaints for actions against violators of ordinances and confers with Law Department staff regarding code and ordinance interpretation.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of building construction practices, materials, and equipment.

Knowledge of the City building and zoning codes and ordinances.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to plan, coordinate, and supervise the work of building inspectors and a clerical staff.

Ability to read and interpret plans and blueprints and to determine the best means for the inspectors to fulfill their duties after building, repair, or alteration has begun.

Ability to compile and present technical reports.

Ability to effectively enforce codes and ordinances pertaining to building and zoning.

Ability to communicate with others, including contractors, architects, building owners, and the public.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to stand from 51 to 75% of the time; to walk from 26 to 50% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crawl, push, pull, lift, type, and sit from 0 to 25% of the time.

Ability to use up to fifty (50) pounds of force to move objects up to 33% of the time, to use up to twenty (20) pounds of force to move objects from 34 to 66% of the time, and to use ten (10) pounds of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Ten years of experience in skilled construction or construction inspection work

OR

Bachelor's degree

AND

Six years of experience in skilled construction or construction inspection work

OR

Associate's degree

AND

Eight years of experience in skilled construction or construction inspection work.

SPECIAL REQUIREMENTS:

Must possess International Code Council (ICC) certification by the end of the probationary period.

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting or in buildings under construction involving exposure to all weather conditions. Employees in this class are also exposed to noise, working near moving machinery and electrical currents, periodically in high places or confined spaces, in conditions such as fumes, odors, or dust.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Personal Computer

Decibel Meter

Ladders

Tape Measure

Level

Sound Level Measuring Equipment

Previous Revision Date(s):

4/29/93